

# **BROWN CITY COUNCIL PROCEEDINGS**

## **June 9, 2014**

**MEETING CALLED TO ORDER BY MAYOR CHRISTINE LEE AT 7:00 PM.**

**PLEDGE OF ALLEGIANCE LED BY MAYOR CHRISTINE LEE.**

**PRESENT:** Mayor Christine Lee, Councilmembers: Pat Jacobson, Robert Jacobson, Dan Loutzenhiser, Ross McIvor, Julie Miller (7:01 p.m.), and Bill Walters, City Clerk Juanita Smith, City Manager Clint Holmes, and City Attorney Gregory Stremers.

**ABSENT:** None.

### **ADDITIONS, CORRECTIONS AND DELETIONS TO AGENDA.**

City Manager Clint Holmes stated that there would be two additions to the agenda under Petitions & Communications.

### **CORRECTION & APPROVAL OF MINUTES:**

Motion by CM Miller, second by CM McIvor, to accept the Regular Meeting Minutes of May 26, 2014 as presented. Motion carried.

### **PAY BILLS:**

Motion by CM Pat Jacobson, second by CM Loutzenhiser, to pay the bills in the following funds: General - \$20,590.27 (6314-6347), Payroll - \$13,453.57 (6475-6491 plus EFT), Major Street - \$1,344.27 (3822-3825), Local Street - \$1,600.42 (4210-4212), Sanitary Sewer - \$3,562.46 (3388-3393), Water - \$17,334.60 (2368-2376), and Equipment - \$4,675.16 (1431-1433). Motion carried.

**PUBLIC QUESTIONS & COMMENTS:** None.

**POLICE REPORT:** Report reviewed. No questions or concerns. However, City Manager Clint Holmes told the Councilmembers that there would be four officers on duty during the Soybean Festival this coming weekend.

**PERSONAL APPEARANCES:** None Scheduled.

**UNFINISHED BUSINESS:** None Scheduled.

**RESOLUTIONS:** None Scheduled.

**PUBLIC HEARING:** None Scheduled.

**ORDINANCES:** None Scheduled.

## **PETITIONS & COMMUNICATIONS:**

1. **4290 Main Street (former Faith Baptist Church):** The prospective buyer is requesting a permit to extensively remodel the interior of the building to include: removal of the classrooms at the North end of the building in order to create the required ten additional parking spaces; and turn the interior of the building into five apartments. The Planning Commission recommends approval. If approved, the permits would not be issued until the property transfer is finalized and the Planning Commission and City Council informed.

**Motion by CM Walters, second by CM R. Jacobson, to grant a permit to the owner of the property at 4290 Main Street (the former Faith Baptist Church) to extensively remodel the interior of the building to include: removal of the classrooms at the North end of the building in order to create the required ten additional parking spaces; and turn the interior of the building into five apartments. This motion would be contingent on the successful transfer of said property being finalized and the Planning Commission and the City Council being informed of the successful transfer of the former Faith Baptist Church property. Motion carried.**

2. **4205 Vine Street:** The owner of the home at 4205 Vine Street is requesting a permit to replace ten (10) trusses on his home. A tree fell through the roof this winter ruining the trusses that previously were on his home. He will also need to obtain a permit from Sanilac County.

**Motion by CM Walters, second by CM R. Jacobson, to grant a permit to the owner of the property at 4205 Vine Street to replace ten (10) trusses on his home where a tree had fallen through the roof and destroyed the original trusses. The owner will also need to obtain a permit from Sanilac County. Motion carried.**

3. **6808 James Street:** The owner of the home at 6808 James Street is requesting a permit to remove and replace the shingles on his home. This should be completed within the next month.

**Motion by CM Miller, second by CM Walters, to grant a permit to the owner of the property at 6808 James Street for the purpose of removing and replacing the shingles on his home. Motion carried.**

## **MANAGER'S REPORT :**

1. **2014 Street Project:** The City's contractor, Astec Asphalt, expects to complete resurfacing South Cade Road by June 7<sup>th</sup>. The rest of the 2014 Street Project - North Cade Road, Second Street and patches on St. Mary's and First Streets – is scheduled for completion sometime after June 16<sup>th</sup>.
2. **Well #4 Overhaul:** The pumps, shafts and components were reinstalled on June 3<sup>rd</sup> and 4<sup>th</sup> after being overhauled by Northern Pump and Well. The DPW has tested the installation and everything seems to be functioning properly. Water samples were couriered to the testing laboratory in Lexington. Water samples met MDEQ standards and the well became fully operational on June 9<sup>th</sup>.

3. **Annual Audit:** King and King conducted the annual audit of the City's finances on May 21<sup>st</sup> and 22<sup>nd</sup>. There were no issues or discrepancies noted and the City is apparently in relatively good financial condition. The formal report to the City Council has been postponed to July 14<sup>th</sup>.
4. **Planning Commission:** The Brown City Planning Commission held their regularly scheduled meeting on June 5<sup>th</sup>. They reviewed two items. The request for a permit for 4290 Main Street was approved and appears under Petitions and Communications above. The second request, from a contractor wanting to build a spec home in Parkside Subdivision, was tabled pending submission of additional information – to include site and drainage plans.

**City Attorney Gregory Stremers said that the City cannot deny a building permit because the proposed dwelling is in a subdivision. However, Ordinance 150.22 states that: "The site drainage shall not adversely affect the adjacent properties." He suggests the potential drainage problem should be substantially resolved before the pre-application building permit request to build this home is approved by the Planning Commission and the City Council.**

5. **City Computers:** Due to Microsoft's ending of support for Windows XP, the City needs to replace three computers. Sanilac Computer Products was contracted to provide the machines (two for City Hall and one for the Treasurer) and transfer required programs and databases. Plan is to scrap the Treasurer's, Bookkeeper's and DPW computers; and repurpose the Utility Billing computer to the DPW. The contract also includes the purchase of printers to replace those no longer supported by HP.
6. **Streetlight Request:** DTE has received the Agreement and check for \$643.09. Their representative says that installation should take place soon.
7. **Brown City Clean-Up Days:** Clean-Up Days are scheduled for June 17<sup>th</sup> and 18<sup>th</sup>. A notice has been posted on the City's website, at City Hall, and will appear in *The Banner* on June 9<sup>th</sup> and 16<sup>th</sup>.
8. **Fire Hydrant Flushing:** The DPW plans to conduct hydrant flushing June 23-27. Notices will be published in *The Banner* and on the City's website identifying the dates and reminding residents to avoid washing white and light-colored clothes while hydrants are being flushed.

#### **ATTORNEY'S REPORT:**

City Attorney Gregory Stremers reported that the Mitchell-Murray property line dispute seemed to be at a point where the two land owners are ready to reach an agreement between themselves. A formal agreement has not been reached yet, but they are working on one.

**TREASURER'S REPORT:** None.

## **MAYOR'S REPORT:**

1. Proclamation for Tyler Crenshaw – State Champion Shot Putter.

**Tyler Crenshaw was not able to attend tonight's meeting. He will be recognized at the next City Council Meeting on June 23, 2014.**

2. Proclamation for Alex Bartle – High Jump Champion.

**Mayor Christine Lee presented Alex Bartle with a Proclamation for his achievement as a High Jump Champion. Alex was recognized by Mayor Christine Lee as she read his Proclamation aloud for all the Councilmembers and visitors to hear. Pictures were taken of Alex, Michelle Blake, his coach, and the Mayor as he received the signed, sealed and framed document.**

3. Soybean Festival Update.

**Mayor Christine Lee said that "Everything is on track for this weekend with the Soybean Festival".**

**City Manager Clint Holmes also stated that Linda Faulconer, Soybean Festival Chair, came in to report that there were so many people interested in doing the sidewalk chalk drawings that they would like to move the activity from James Street to Main Street so there would be more room. Currently there are 125 people expected to participate in the chalk drawing contest.**

## **COMMITTEE REPORTS:**

1. Police (Miller) – None.
2. Water and Sewer (R. Jacobson) – None.
3. Tax and Finance (P. Jacobson) – None.
4. Streets and Sidewalks (Loutzenhiser) – None.
5. Building and Grounds (Walters) – None.
6. Personnel (Mclvor) – None.

## **GENERAL CONCERNS OF THE COUNCIL:**

One concern of a Councilmember was the property at 7137 Welles Street where the sewer line is being worked on. City Manager Clint Holmes replied that the home's sewer lead was being separated from the neighbor's and installed directly into the Welles Street sanitary sewer main. The property owner contracted the work and the DPW did the physical connection of the two pipes to ensure a proper seal. The project should be finished tomorrow. (Tuesday, June 10<sup>th</sup>).

A concern was voiced about the new blacktop on Cade Road into Kohler's driveway. It seems to be breaking up where Kohler's trucks are entering and exiting the driveway. City Manager Clint Homes will look into this.

The question was asked about spraying chloride on South Cade Road from where the new blacktop stops to the City Limits. City Manager Clint Holmes will check with the DPW foreman to make sure that gets done before the Soybean Festival.

**PUBLIC QUESTIONS & COMMENTS:** None.

**EXECUTIVE SESSION:** None scheduled.

**ADJOURNMENT:**

Motion by CM Miller, second by CM McIvor, to adjourn at 7:36 p.m. Motion carried.

Respectfully submitted,

Juanita M. Smith  
City Clerk